

Rich Township High School District 227 has transitioned to a new student registration system in an effort to streamline this annual information update process.

DIRECTIONS FOR ENROLLMENT EXPRESS

Enrollment Express is a data collection system integrated into PowerSchool to share forms with you. Student registration can be accessed from your existing Parent Portal account in PowerSchool. Please follow these steps to complete the returning student registration for your child(ren) for the upcoming school year.

Note: Parents will not be able to complete the online registration process without a PowerSchool Parent Account. If you need to create an account, please follow the steps below. If you need assistance, you may email technology@rich227.org.

Creating a New Parent Portal Account

- 1) Open the parent portal: <https://ps.rich227.org>
- 2) Click the Create Account Tab



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- 3) Click the Create Account button
- 4) Complete the Parent Account Details
- 5) Complete the Link Students to Account for each student using the Access ID and Password that was mailed to you. If you do not have it, you may email technology@rich227.org.
- 6) Click Enter to submit the form

- 7) If you do not receive a verification email to confirm your account within 5 minutes of creating the account, you must email technology@rich227.org. Once confirmed, follow the steps below for an Existing Parent Portal Login.

Existing Parent Portal Login:

- 1) Open the parent portal: <https://ps.rich227.org> (The PowerSchool Parent App cannot be used for registration)
- 2) Login using your username and password

A screenshot of the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

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- 3) If you have more than one student, click the student name you are registering in the top blue bar



- 4) Click on Forms on the left menu bar
- 5) Click the Enrollment tab in the top menu bar

School Form Listing for Test, Profile

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button









General Forms

Class Forms

Enrollment

Student Support

6) The necessary forms will then be displayed for your student

Rich Township Returning Student Registration	
RS - A - Student Info Update	 Empty
RS - B - Student Change of Address	 Empty
RS - C - Guardian Information Update	 Empty
RS - D - Emergency Contact Update	 Empty
RS - E - Health Information	 Empty
RS - F - Compact	 Empty
RS - G - Agreements	 Empty
RS - H - Acknowledgment of Completion	 Empty

7) Every form displayed will need to be completed.

- The forms can be completed in any order, and you can save a form to be completed later.
- Missing items will be highlighted in red.
- The submitted forms will enter Pending Status for verification.